

Kennett Library Board of Trustees Meeting Minutes

DATE: January 20, 2026

TRUSTEES IN ATTENDANCE:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Collis O. Townsend,
President

<input checked="" type="checkbox"/> Chris Wilkins,
Vice President

<input checked="" type="checkbox"/> Sharon Smith,
Treasurer

<input checked="" type="checkbox"/> Amanda Lake,
Secretary | <input checked="" type="checkbox"/> Barbara Bolton

<input type="checkbox"/> Mark Bowden

<input checked="" type="checkbox"/> Todd Bruce

<input checked="" type="checkbox"/> Lenda Carrillo

<input type="checkbox"/> Peter Doehring

<input checked="" type="checkbox"/> Barbra Forney

<input checked="" type="checkbox"/> Robert Gallagher | <input checked="" type="checkbox"/> William Gallen

<input checked="" type="checkbox"/> Daniel Gannon

<input checked="" type="checkbox"/> Vicki Gehrt

<input type="checkbox"/> Nicole Grebloskie

<input checked="" type="checkbox"/> Kari Jarmuz

<input checked="" type="checkbox"/> Corrinne Sweeney |
|---|--|---|

Guests:

Chris Manna, Executive Director
Shannon Morel, Cat Stenta, Amy Weaver, and Lee Sausen

CALL TO ORDER AND PUBLIC COMMENTS

Collis called the meeting to order at 5:15 pm
There were no public comments.

PRESIDENT’S REPORT - Collis Townsend

Collis presented the new agenda format for Board meetings, which includes reports from Executive Committee members, as well as reports from Committee Chairs.

SECRETARY’S REPORT - Amanda Lake

We discussed the plan to transition Board members to using the Kennett Library’s email system for all Board business. All Board members are expected to make the transition by the end of March 2026. Support will be available for anyone who needs help learning to use the library’s Google suite.

TREASURER’S REPORT - Sharon Smith

Lee Sausen, former Treasurer, presented the financial reports for December 2025 and the first part of January 2026. Financial reports were posted in the Board Drive for review. Lee will continue to serve as a resource and provide support to Sharon and the Finance Committee as needed.

DIRECTOR’S REPORT - Chris Manna

Chris introduced Amy Weaver, who is leading this year’s Starlight Soiree event in April. Amy discussed ways that the Board can support the event, including contributions to the auction and sponsorships. Detailed information for these opportunities was posted in the Board drive. The deadline for auction donations is March 1, 2026. Chris Manna’s full report was also posted to the Board drive.

COMMITTEE REPORTS		
Executive (Collis Townsend)		
Collis updated the board on the Executive Committee's decision to postpone the municipal referendums. He also noted that the Board is responsible for evaluating Chris Manna's performance for the year, shared the evaluation criteria, and invited Board members to share feedback with Collis. Additionally, he reviewed the additional expenses that the Executive Committee approved related to electrical repairs from the lightning strike several months back.		
Collis called for a vote to approve the additional expenses related to the lightning strike.		
		<input checked="" type="checkbox"/> All in favor.
Personnel (Vicki Gehrt)		
<input type="checkbox"/> Report submitted		
The new Employment of Relatives Policy was posted to the Board Drive for review in December 2025.		
Vicki asked for a motion to approve the new Employment of Relatives Policy.		
Motion: Barbara Forney	Second: Barbara Bolton	<input checked="" type="checkbox"/> All in favor.
Finance (Sharon Smith)		
<input checked="" type="checkbox"/> Report submitted		
The Special Purpose Entity (SPE) briefing that Sharon posted to the Board Drive was discussed. The Board raised questions related to the pros and cons of the library forming it's own SPE, and asked clarifying questions regarding the requirements. Board members were in favor of the Finance Committee continuing to research this possibility.		
Nominating (Barbara Forney)		
<input checked="" type="checkbox"/> Report submitted		
Barbara reminded everyone that a form has been created to nominate new Board members, and asked that the form would be used consistently moving forward. The Nominating Committee enthusiastically recommended the following people as new Kennett Library Board of Trustees members: Nicole Grebloskie (Kennett Township), William Gallen (Pennsbury Township), and Mark Bowden (2026 At-Large, 2027 Kennett Township).		
Barbara Forney made a motion to approve the addition of Nicole Grebloskie, William Gallen, and Mark Bowden to the Kennett Library Board of Trustees		
Motion: Barbara Forney	Second: Robert Gallagher	<input checked="" type="checkbox"/> All in favor.
Building Operations (Barbara Forney)		
<input checked="" type="checkbox"/> Report submitted		
Barbara shared the committee's intentions to have a building assessment performed in order to gain the necessary information to properly budget for a sinking fund for the building. Additionally, the		

committee is looking into a \$300,000 grant offered by EBSCO for solar arrays on the library's roof. The deadline for the grant application is April 30, 2026. The Board was in favor of pursuing this opportunity.

Development (Daniel Gannon)

Report submitted

Dan asked Shannon to present the Development Committee report that she created. The Board was enthusiastic about the design of the new report, and the real-time information available from Raiser's Edge. A general discussion was held about practical ways that the Board can support the Development Committee's plans this year.

Programming (Peter Doehring & Kari Jarmuz)

Report submitted

Kari shared that the Programming Committee has its first meeting scheduled for January 27, 2026 at 9:00 am. The goal of the meeting will be for the committee to get up to speed on the current programming activities, understand what's going well, and discuss how the Board can support moving programming to the next level.

Strategic Planning (Amanda Lake)

Report submitted

Mandy noted that the strategic plan has been approved and designed, but is not yet posted on the website. She asked that the most recent plan be added to the website. We discussed discontinuing this monthly update since the plan has been approved and adopted.

Communications (Robert Gallagher)

Report submitted

Rob reviewed the MarCom report that Amanda Murphy created. The Board was enthusiastic about the new report format, and appreciative of all the real-time information it contained. There was discussion about all of the committees adopting the new report format moving forward. Additionally, Rob provided an update about the augmented reality display. He clarified that it is not part of the marketing team's responsibility. The goal is to have the project completed in time for the Starlight Soiree in April.

Friends of the Library (Barbara Bolton)

Report submitted

Barbara shared that she has been pursuing a closer collaboration with Carol Crane, Volunteer Coordinator, to meet the needs of the Friends events. Additionally, she shared about the Kennett Library's participation in the WHY Community Discussion program, which is currently also running at the Hockessin Library.

DISCUSSION TOPIC

A discussion of the 2026 Board of Trustees members and meetings was held during the Reorganization Meeting, prior to this meeting.

ANNOUNCEMENTS AND ADJOURNMENT

The next Kennett Library Board of Trustees Meeting will be held on February 17, 2026 at 5:00 pm at the Unionville-Chadds Ford School District Center.

Motion to adjourn the meeting at 6:25 pm

First: Corrinne Sweeney

Second: Barbara Forney

All in favor.

Respectfully submitted,
Amanda K. Lake, Secretary